



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332 2300

IN REPLY REFER TO

NAVFACINST 4651.4B
FAC 915
27 September 1996

NAVFAC INSTRUCTION 4651.4B

From: Commander, Naval Facilities Engineering Command

Subj: NAVAL FACILITIES ENGINEERING COMMAND HEADQUARTERS
MANAGEMENT OF TRAVEL

Encl: (1) Naval Facilities Engineering Command Headquarters Manual (Management of Travel)

1. PURPOSE. To establish policy/procedures encompassing a comprehensive consolidation of Federal, Navy and Naval Facilities Engineering Command Headquarters (NAVFACENGCOMHQ) travel policy direction and guidance.

2. CANCELLATION. NAVFACINST 4651.4A of 28 Sept. 1984 is canceled in its entirety.

3. ACTION.

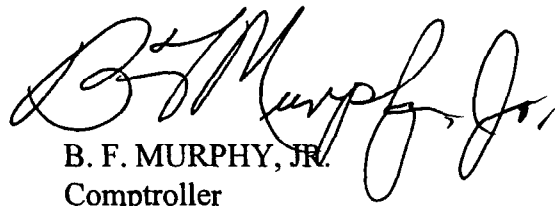
a. All NAVFACENGCOMHQ personnel and all personnel traveling at the invitation of NAVFACENGCOMHQ shall comply with the policies and procedures established in this instruction.

b. Addressees will ensure individuals designated travel authority and/or responsibility understand and fully execute their duties.

c. Designated funds approving officials (FAOs) will monitor and control travel funds, travel advances and travel claims.

d. The Joint Travel Regulations (JTR), Volumes I and II, for military and civilian, shall be used in the absence of specific NAVFACENGCOMHQ travel guidelines or regulations.

4. FORMS. Forms required by Headquarters personnel may be obtained from the NAVFACENGCOMHQ travel office.


B. F. MURPHY, JR.
Comptroller

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NAVAL FACILITIES ENGINEERING COMMAND HEADQUARTERS
MANAGEMENT OF TRAVEL MANUAL

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ENCLOSURE (1)

SECTION I

AUTHORITY AND RESPONSIBILITY

1. RESPONSIBILITY AND APPROVAL OF TEMPORARY DUTY TRAVEL ORDERS.

Authority to sign travel orders is subject to compliance with prior determinations and requirements prescribed in reference (a), the Joint Travel Regulations (JTR) Volumes I and II. Per reference (a), the Commander, Naval Facilities Engineering Command (NAVFACENGCOM) has been designated authority to issue civilian and military travel orders. (Due to the Navy's critical shortage of appropriated funds, reference (b) designates, as a minimum, that all proposed travel be approved by an officer of flag rank. This instruction assigns responsibility to persons designated to act for the Commander, Naval Facilities Engineering Command.)

2. Travel Requesting Official. The travel requesting official is an employee's supervisor, Branch Head, Division Director, or Department Director. In instances, this may be the traveler (e.g. SES, 06, Flag Officers). A travel requesting official is responsible for initiating a travel request and will ensure all required information is incorporated in the request. A request for travel is subject to approval or disapproval by the travel approving official.

3. Travel Approving Official. The travel approving officials (TAOs) for NAVFACENGCOMHQ are Directors, Executive Assistant to the Commander, Counsel and Deputy Counsel, Inspector General, Comptroller, and Special Advisors to the Commander. TAOs direct official travel, ensure travel is essential, ensure most economical means are being utilized and are responsible for approval or disapproval of travel requests. They are also responsible for the traveler's timely submission of a voucher and the appropriateness of the items claimed. TAOs may "designate" supervisory GM/S-15 management officials to sign for them; however, the following procedures will apply:

a. The TAO will provide the travel office in writing the names of supervisory GM-15 managers authorized to sign as additional TAOs for their department. This designation should be done by official title rather than name to avoid updates. Personnel "designated" by the TAO will be referred to as a "designated travel approving official" and will be required to follow guidelines in paragraph 3b below.

b. A "designated" TAO will be one level higher than the travel requesting official. The requesting official and the "designated" TAO may never be the same.

4. Funds Approving Official. The Commander and the Comptroller approve the fiscal year travel budget for each Department and assign accounting classification to TAOs. TAOs will designate, in writing, to the Administrative Services Office (Code 915) funds approving officials

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(FAOs) for their departments. Sample signatures of both the TAOs and FAOs must be provided at that time. Overall accountability for travel funds will remain at the travel approving/directing official level. However, FAOs will provide accounting citations and execution status of travel dollars to the travel approving official. Each FAO will be responsible for the following:

a. Accurate accounting citations within his/her assigned Department. (The Comptroller will validate lines of accounting in the Automated Travel Order System (ATOS) at the beginning of each fiscal year before FAOs are authorized to issue travel orders.)

b. Management of travel budget dollars to ensure:

(1) Allocated amounts are not exceeded.

(2) The most economical travel options are being utilized.

(3) Unmatched travel obligations are reviewed and data/information provided to the Financial Management Branch of the Comptroller's office to initiate necessary corrections to official accounting records.

(4) Outstanding travel claims for department employees are promptly filed.

(5) The Financial Management Branch of the Comptroller's office is promptly advised when unliquidated obligations can be closed out.

5. Order-Authorizing or Authenticating Official. The Commander, Naval Facilities Engineering Command, designates the Comptroller, who in turn designates the Director, Administrative Services Division, as the order-authorizing official for NAVFACENGCOMHQ. The order-authorizing official is responsible for authenticating travel orders. A travel order is not official until it is released by this person. The order-authorizing official is responsible for establishing cost effective guidelines and providing assistance to NAVFACENGCOMHQ and its field activities related to travel management. In the Director, Administrative Services Division's absence, the following are designated to sign as alternate order-authorizing officials:

a. Head, Administrative Support Branch

b. Travel Specialist, Administrative Support Branch

c. Management Assistant, Administrative Support Branch

6. Travel Office. The Travel Office, Administrative Services Division, is the central point of contact for NAVFACENGCOMHQ travel orders and claim processing. The Administrative Services Division, Administrative Support Branch, and the Travel Office are responsible for the following:

a. Serving as travel liaison between NAVFACENGCOMHQ and the Personnel Support Detachment (PSD) and Commercial Transportation Office (CTO).

b. Providing travel policy, guidelines, advice, and information to NAVFACENGCOMHQ employees and field activities.

c. Coordinating all travel orders for NAVFACENGCOMHQ including the following:

(1) Maintaining the Automated Travel Order System (ATOS) for the Command.

(2) Maintaining fiscal year files of all travel orders by codes.

(3) Distributing airline and AMTRAK tickets, rental car reservations, and itineraries.

(4) Processing travel claims through PSD. (FAOs are responsible for timeliness of claims.)

(5) Providing copy of travelers' orders, amendments and settlement claims to the Financial Management Branch of the Comptroller's office for use in transmitting accounting data to STARS system (O&M,N) and FIS.2 system (SIOH).

7. Command Review of Funds Administration. A review and comparison of FAO records are required to ensure that accounting data is accurate and unliquidated obligations and outstanding travel advances are properly closed out. It is the responsibility of the traveler to provide a copy of the paid travel voucher to the FAO in order to update the ATOS.

SECTION II

PROCEDURAL GUIDANCE AND REQUIREMENTS

1. Requirements. The procedures specified herein apply to Department of Defense (DOD) and contract personnel, Federal and non-DOD personnel engaged in invitational travel, certain National Guard technicians, intermittently employed consultants and experts. Volumes I and II of reference (a), applicable to military personnel and DOD civilians respectively, implement U.S. pertaining codes and the executive regulations outlined thereunder, providing per diem, travel, and transportation allowance status to all travelers. Reference (a) is the sole entitlement implementation for DOD components, excluding only those employees appointed under Section 625(d) of the Foreign Assistance Act of 1961.
2. Policy. The following policies shall be strictly adhered to:
 - a. TAD/TDY travel shall be approved only for mission oriented travel.
 - b. Military and Civilian personnel shall use government quarters whenever possible.
 - c. NAVFACENGCOMHQ travel funds shall be used for NAVFACENGCOMHQ official business.
3. Responsibility.
 - a. NAVFACENGCOMHQ officials who authorize, direct, review, certify, or manage travel expenses shall exercise reasonable economy in all matters involving travel funds.
 - b. Anticipated results from travel shall justify projected costs.
 - c. Travel that provides a cost advantage to the government shall be used.
 - d. Travelers will exercise restraint in incurring travel expenses, and minimize circuitous routes, delays, luxury accommodations, etc.
4. Travel Type. Mission travel is defined as follows:
 - a. Administrative Travel. Travel not directly related or essential to the performance of a government program or mission. Examples of administrative travel include:
 - (1) Conferences, meetings, retreats, or symposiums.

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(2) Training courses that are not specific requirements for job performance.

(3) Visits to activities for general surveillance or familiarization.

b. Mission Essential Travel. Travel directly related and essential to the performance of the activity mission.

c. Training Travel. Travel to attend training courses required for job performance.

5. Attendance at Conferences. Reference (c) provides policy, approval authority, and procedures for requesting attendance by military and civilian personnel at either NAVFACENGCOM or non-NAVFACENGCOM sponsored conferences, meetings, etc. When a registration fee is involved, travel orders shall be processed concurrently with "Request and Approval for Attendance at Meetings", NAVSO Form 12000 (Exhibit 1), which requires, in blocks #13(a) and #20, approval by the prescribed authorities. (Note: For conferences held within the local commuting area, travel orders are not required.)

6. Transient Lodging Policy. The following policy/procedures apply to all Navy military and civilian personnel on official government travel:

a. Reference (d) specifies that lodging reservations must be made through the Commercial Travel Office (CTO).

b. Per reference (e), order writing authorities shall ensure maximum use of government quarters in connection with temporary duty. The definition of government quarters is expanded to include Navy lodges.

c. Reservation at a Navy BQ is first preference; Navy lodge is second preference; commercial lodging is last preference.

d. If traveling via Privately Owned Vehicle (POV), traveler will contact SATO at 1-800-576-9327 for lodging reservations.

e. If a reservation at government quarters is not available, a Certificate of Non-availability (CNA) must be issued by the BQ handling the request; the CTO will print the CNA number on the itinerary/invoice which must be filed with the traveler's claim. (See par. 23, Travel Claims Procedures, below.)

f. When no government quarters exist, travel orders must be so endorsed by the originating command, citing reference (f) as authority.

g. If a CNA has been issued, the CTO will secure commercial lodging accommodations for the traveler.

h. Reservations will be booked and CNAs issued no earlier than 45 days in advance of the travel.

i. Those who make travel arrangements must notify the BQ of any change in travel plans as soon as possible. They must also alert the BQ if traveler will be arriving after 1800 hours. If reservation is not coded for late arrival, it will be released after 1800 hours for walk-in or space available customers. If the traveler arrives late and the room has been released to another customer, the traveler will receive a one day CNA and will occupy the BQ for the remainder of the original reservation. It is ultimately the responsibility of the traveler to ensure that cancellations or modifications to reservations are made.

7. Travel Order Requirements. In block #24 of the travel order, DD Form 1610 (Exhibit 2), the following statements must appear:

a. "Submit voucher to NAVFAC travel office within 5 days after completion of travel."

b. "Variation authorized." (This statement will cover any change in schedule during the trip.)

c. "Official telephone calls authorized." If the traveler expects reimbursement for official telephone calls charged during TAD/TDY, he/she must fill out an Official TAD/TDY Telephone Certification form (Exhibit 3) and have his/her supervisor sign block #6 of the travel voucher, DD Form 1351-2 (Exhibit 4).

Other statements regarding quarters, transportation (including taxis), registration fees may also be included in block #24.

8. Government Quarters.

a. Reference (a) specifies that per diem rates shall be paid at the "government quarters available" rate whenever such quarters are adequate, available and appropriate. .

b. Travel orders for TAD/TDY at a military installation shall be written to the activity and not the city or area. In addition, per reference (e), each travel order requires one of the following statements:

(1) "Gov't quarters, per BUPERINST 11103.1C, not available." Use when there are no quarters at traveler's destination.

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(2) "Use of BOQ is encouraged but not required." Use when the BOQ is more than a 30 minute rush hour commute from traveler's destination.

(3) "Traveler will obtain certification for availability of BOQ/BEQ." Use when traveler needs to submit a travel request but is unable to get BOQ confirmation. A reservation or a Certificate of Non-Availability (CNA) must accompany any claim.

(4) "Use of Gov't quarters would adversely affect assigned mission." Use when function is being held at a hotel conference center where traveler is required to stay instead of at an available Bachelor Quarters (BQ). Note: If the traveler is proceeding to a conference/meeting in a hotel where the host has contracted for a block of rooms, there is no need to contact the CTO for lodging.

9. Rates for Travel. Two types of rates may occur, depending on the destination:

a. Per Diem Rates. All geographic locations warrant computation of special local rates, which are stated in reference (a). The rates shown are the highest allowable. Generally, federal employees are not exempted from paying state and local lodging taxes incurred while on official business; therefore, they must determine the total lodging cost including taxes when making a hotel reservation (in order to stay at or below the allowable per diem rate).

b. Actual Expenses. On rare occasions, travel is to one of a few high cost areas that warrant computation of actual expenses. After meeting the conditions per reference (a), actual expenses in these cases shall be itemized on a daily basis on a DD Form 1351-3 (Exhibit 5), with receipts for lodging required. A memo requesting actual expense allowance (AEA) authorization, which includes all the data listed on Exhibit 5(a), must be submitted, along with the completed travel claim, to the NAVFACENGCOMHQ travel office for processing. Once the actual expense is authorized, the travel office will file the claim.

10. Travel Advances. 80% advances for non-frequent travelers (those who travel only once a year) may be obtained if the traveler's request for travel orders is in the Travel Office at least 7 working days before the trip begins and block #24 contains the statement, "Non-frequent traveler; 80% advance from PSD authorized."

11. Invitational Travel Orders. The following conditions apply to invitational travel orders:

a. Only when it is advantageous to the Navy are they issued to university officials, representatives of industry, or other individuals who visit NAVFACENGCOM activities or other locations to observe lectures, participate in conferences, or for other purposes listed in reference (a).

b. Invitational travel orders are funded by the NAVFACENGCOM program benefited by the travel.

c. They are prepared, approved, and issued on NAVSO Form 4650/10 (Exhibit 6).

12. Direct Cite. The FAOs of each code may approve NAVFACENGCOMHQ travel funds to support other Navy and DOD travelers in accordance with this instruction. After the FAO has entered the accounting data, fund cite, travel order number and estimated cost, the sponsoring code shall forward a request for approval of the fund citation and travel order number for TAD/TDY travel (Exhibit 7) to the Travel Office. After the travel manager checks, approves, and signs the request, the sponsoring code will provide the travel request data to the non-NAVFACENGCOMHQ traveler for use in preparing travel orders.

13. Leave in Connection with Travel. Annual leave may be authorized, at supervisory discretion, before, during or after TAD/TDY if the purpose of the TAD/TDY is not affected. This leave will be recorded in block #8 of the settlement voucher and must be stated in block #24 of the Travel Order. TAD/TDY must originate from the Permanent Duty Station and terminate there unless a person is on leave away from home and is required by his/her supervisor to make an emergency business trip originating from the leave location.

14. Modes of Travel. The mode of travel selected shall be on the basis of "most advantageous to the government." When traveling, consider deadlines to be met to accomplish the mission, the distance and number of points to be visited, and the COST.

a. Air. Only common carrier approved airlines and routes shall be used. If, due to operational commitments, the traveler uses a non-contract carrier, the statement "\$_____ contract air fare does not meet mission requirement; the command is aware of \$_____ fare being utilized", must appear in block #24. Additional specific justification for using the non-contract carrier is required on separate paper to be submitted with the orders.

b. Train. If it is more advantageous to the government for the traveler to accomplish the mission via train, train travel may be authorized for coach class.

c. Privately Owned Vehicle (POV). POV travel by owner or as a passenger shall not be directed; however, the use of this travel should be encouraged when advantageous to the government. Reimbursement rates are per reference (a).

d. Use of Rental Vehicles or Special Conveyance. Per reference (a), rental vehicles may be authorized in travel orders when justified. The traveler must make the reservation through the CTO. Approval for the rental car must be stated on the signed travel order. In addition, if two or more travelers are going to the same destination concurrently, only one vehicle shall be

unless otherwise approved. First consideration in selection of commercially rented vehicles must be to those available under GSA contract. A NAVFACENGCOMHQ traveler is always authorized to rent a compact car except in the following instances:

(1) The traveler is a GM/S-15 or an O-6 or higher grade/rank, in which case an intermediate car is authorized.

(2) A traveler who is larger than average (e.g., over six feet tall) is also authorized an intermediate car.

(3) The traveler is driving a distance greater than fifty miles to reach the TAD/TDY/TDY destination, in which case an intermediate car is authorized.

(4) The traveler is taking more than one other passenger with him/her, in which case an intermediate or larger car is authorized depending on the number of passengers.

When a traveler does not obtain a rental car through the CTO, reimbursement is limited to the actual cost of the rental vehicle not to exceed the cost had the vehicle been obtained through the CTO.

The cost of purchasing extra collision insurance in CONUS, Alaska, Hawaii, Puerto Rico, and territories and possessions of the U.S. is not reimbursable. However, reimbursement is authorized for extra collision insurance obtained outside the above stated areas.

When the traveler is driving during any part of his/her trip, the remark, "Driver is traveler." and one of the following statements must be included in block #24:

(1) "POV authorized to/from in/around TAD/TDY area." Use when traveler is driving own car to TAD/TDY site.

(2) "Rental car authorized in/around TAD/TDY area." Use when traveler is renting a car to use while at TAD/TDY site.

(3) "Rental car authorized to/from in/around TAD/TDY area." Use when traveler is driving a rental car to the TAD/TDY site.

e. Taxicabs. Use of taxicabs shall be approved in travel orders when cost effective; they shall not be permitted when government-owned or leased carriers are available. Reimbursement for taxicabs shall be limited to limousine cost, unless the traveler furnishes a statement as to the impracticality of use.

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15. Procedures for Handling of Promotional Items Received from Public Carriers. Travelers who receive ticket discount certificates or coupons from commercial carriers shall return them within ten days to the local disbursing officer, along with travel claims (DD Form 1351-2) for disposition. The disbursing officer shall provide each traveler a receipt for all tickets/coupons turned in. Official travelers may accept and retain the following promotional benefits offered by airlines that cannot be used by the Navy:

a. Free upgrade of service to "First Class", membership in clubs, and check cashing privileges. However, this shall not be construed as permission for the purchase of a first class airline seat at Government expense. Approval authority for such purchase is specifically reserved to the Secretary of the Navy.

b. Unsolicited promotional items of nominal value such as pens, pencils, calendars or other such items.

16. Prolonged Civilian Temporary Duty Assignments. Approval for TAD/TDY assignments in excess of six months shall be made by the Vice Commander and maintained by the travel office. Prolonged civilian temporary duty assignments shall be limited to mission accomplishment for which there is no alternative method of performance and shall be restricted to the minimum time necessary to accomplish the mission.

17. No-Cost Travel Orders. No-cost travel orders, with or without charge to leave, may be authorized when employee travel is of benefit to NAVFACENGCOMHQ but is not of sufficient priority to warrant the expenditure of funds. Examples include: invitations to speak at a meeting of a professional society, attendance at a ship launching, or conducting NAVFACENGCOM business concurrent with a holiday. The travel order will indicate that the travel is at the employee's request and that no accounting citation is involved.

18. Uniforms. Military personnel shall wear the appropriate authorized uniform when traveling on DOD aircraft, except when civilian clothes are specifically authorized in the travel orders. Civilian clothing may be worn when traveling by other modes of transportation.

19. Foreign Travel Briefing/Debriefing and other Visit Requirements.

a. Anyone having access to classified material who will be traveling to or through Communist controlled countries or attending a meeting where representatives of such countries are expected to participate shall contact the Command Security Manager to obtain a foreign travel briefing, as well as an anti-terrorist briefing, as required by reference (g).

b. Personnel anticipating the need for access to classified material or space during travel shall prepare OPNAV Form 5521/27, "Visit Request" (Exhibit 8), and route it to the Command

Security Manager for processing. Travelers who must hand-carry classified material must contact the Command Security Manager as soon as the requirement is known.

20. Area Clearance for Overseas Travel. Per reference (h), travelers shall obtain area clearance for official TAD/TDY travel outside CONUS by submitting requests at least 30 days before departure to allow for processing and coordination with U.S. diplomatic and consular missions. The approval authority and the traveler assume this responsibility. Military Air Transportation (MAC) will be used whenever possible.

21. Passports, Visas, and Immunizations.

a. Passports. No-fee passports are issued to active duty military personnel and DOD civilian employees on official travel abroad. Generally, passports for civilian personnel are required for official overseas travel other than to a U.S. Territory or Possession.

b. Visas. Visas are required for certain countries in addition to a passport. They are requested through the Travel Office as part of the orders approval process and will be affixed to the passport by the embassy or consulate of the country to be visited.

NOTE: Passport and visa application services are provided by the Personnel Support Detachment (PSD), Navy Passenger Transportation Office, Crystal Mall 3, Room 117, telephone 607-0361. Travelers shall use DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa" (Exhibit 9), which shall be approved by the Director, Administrative Services Division. First time passport applicants must submit a completed DSP 11 (Exhibit 10); application for passport renewal must be completed on a DSP 82 (Exhibit 11). Processing time for passports is four weeks after receipt of the approved form by PSD. Rush requests will be accompanied by an explanatory memo providing the data requested in Exhibit 9(a) and signed by a flag officer or an SES.

c. Immunizations. The approving official and the traveler have the primary responsibility for ensuring that any immunizations required are obtained from the nearest government medical facility prior to departure.

22. North Atlantic Treaty Organization (NATO) Travel Orders. Per reference (i), the Commander or Vice Commander shall, upon authorization to travel to or within a NATO country, attach a NATO Travel Order.

23. Travel Claims Procedures.

a. Per reference (j), in submitting a travel claim for settlement action, the traveler must include the following items:

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(1) The original and two copies of the DD Form 1351-2 (the travel voucher) and (if needed) the voucher continuation page, DD Form 1351-2C (Exhibit 12).

(2) The original and two copies of the travel order, DD Form 1610.

(3) The original copy of the CTO itinerary/invoice endorsement must be attached to the back of the original DD Form 1610.

(4) The original receipts for all items of \$75.00 or more. Receipts are required for all lodging and car rentals regardless of cost. (Note: Charge card receipts are not acceptable.) The receipts must be taped to a sheet of 8 1/2" x 11" paper and free of staples.

b. The following may also be included in the travel claim packet:

(1) NAVSO Form 12000, "Request and Approval for Attendance at Meetings"

(2) The Official TAD/TDY Telephone Call Certification sheet. (Be sure that supervisor has signed block #6 of the travel voucher.)

(3) Other receipts as required.

24. Canceled Travel Orders.

a. When a trip for which travel orders have been issued is canceled, it is the responsibility of the person who made the travel reservations (air, rail, rental car, BOQ, etc.) to cancel those reservations. It is not the Travel Office's responsibility.

b. The original travel order packet must be returned to the Travel Office. The Travel Office will then take the following steps:

(1) Stamp the original travel orders "canceled".

(2) If no tickets or advance check were issued with the travel orders, the canceled original orders will be filed with the travel request, and copies of the canceled orders will be sent to the Financial Management Branch of the Comptroller's office and the FAO for the traveler's code.

(3) If tickets and/or an advance check were issued with the travel orders, the Travel Office will make copies of the canceled orders for the Financial Management Branch of the Comptroller's office, the FAO for the traveler's code, and the travel file. If the advance check has been cashed, the traveler will write a check, payable to PSD Crystal City, for the advanced

amount and submit it to the travel office with the canceled orders and tickets. The packet of original travel orders, tickets, and advance check will be sent back to PSD for disposition. When PSD returns the canceled original orders to the Travel Office, they will be filed with the travel requests.

25. Permanent Change of Station (PCS) Orders.

Use DD Form 1614 (Exhibit 13) for civilian permanent change of station moves. Entitlements are as follows:

- a. Mileage
- b. Per Diem
- c. Shipment of household goods
- d. Temporary quarters for 60 days
- e. Storage of household goods for 90 days
- f. Miscellaneous expenses
- g. Real estate purchase and sale
- h. House hunting

The Temporary Quarters Subsistence Expense (TQSE) worksheet (Exhibit 14) is an aid in keeping track of everyday PCS expenses.

The NAVFACENGCOMHQ travel office provides assistance pertaining to PCS moves.

SECTION III

LOCAL TRAVEL GUIDANCE AND PROCEDURES

1. Definition. Local travel is travel that is officially authorized for the conduct of government business within the commuting area as defined in reference (k). Local travel does not require the issuance of travel orders.
2. Per Diem. Per diem may be authorized for official travel within the commuting area provided the destination is beyond the limits of the traveler's official duty station and the specific criteria set forth in reference (a) are met.
3. Mileage Reimbursement. Personnel who are approved to use their privately owned vehicles (POVs) to travel to a temporary alternate work site within the local area (e.g., for training) may be reimbursed for mileage that exceeds their normal commuting distance i.e., for the mileage that exceeds the distance from their place of residence to their principal duty station.
4. Claims. Requests for reimbursement of local travel expenses shall be submitted on an SF 1164 (Exhibit 15). Expenses are limited to those actually incurred. The SF 1164 cannot be used to receive reimbursement for trips outside the local commuting area (e.g., Norfolk) or for other miscellaneous expenses (e.g., the development of film or the purchase of supplies). The SF 1164 must be signed in block #8 by the supervisor and in block #9 by the funds approving official. It must contain a justification statement for the trip and the correct line of accounting.
5. Registration Fees. The SF 1164 (Exhibit 15) may be used for reimbursement of registration fees for attendance at conferences within the local commuting area provided it is accompanied by a properly executed NAVSO Form 12000 (Exhibit 1) and a receipt for the registration fee.
6. Metro Usage. The Metro system provides efficient, low-cost travel to many locations within the Washington, DC area. Each Department has Metro passes available for travel within the local commuting area (see Section VI for more details). To the extent possible, the Metro system should be used rather than POVs. When the SF 1164 (Exhibit 15) is submitted for reimbursement of POV expenses to a location served by Metro, a statement explaining why POV was used must be attached.
7. Motor Pool. Motor Pool cars are only available to GM/S-15 and O-6 or higher personnel. Contact the Travel Office for reservations.

SECTION IV

USE OF GOVERNMENT TRAVEL CHARGE CARD

1. Card Eligibility And Usage.

a. Per reference (a), military and civilian personnel whose duties require the performance of TAD/TDY travel at least twice a year and whose grade/rank is at least a GS-9/E-7 are eligible to receive the government travel charge card.

b. Individuals who meet the qualification criteria should pick up a government travel charge card application package from the Command's government travel card coordinator located in the Administrative Services Division.

c. Reference (l) mandates that cards issued under this program shall be used only for legitimate and allowable expenses incurred in connection with officially authorized government travel, i.e., TAD/TDY. This includes meals, lodging, car rentals and other car expenses.

d. Cards issued under this program may not be used for personal purposes. The Command's charge card coordinator is required to review the monthly printout of charges made to the government travel charge card and to contact employees, by memo (with a copy to their supervisors), about those charges that do not appear to be related to official travel. Continued improper use of the card may lead to its cancellation and possible adverse personnel action.

2. Use of the Charge Card to Obtain Authorized Advances from Automatic Teller Machines (ATMs).

a. Per reference (m), all frequent travelers (those who travel more than once a year) shall obtain their travel advances with their government travel charge cards. Advances may be obtained at any ATM world-wide that accepts the American Express (AMEX) card. (PIN required.)

b. Advances are limited to 100% of out-of-pocket expenses. Meals and incidental expenses (M&IE), e.g., expenses for taxis, tolls, parking fees, or registration fees, constitute out-of-pocket expenses.

c. ATM withdrawals are limited to the authorized advance amount shown on the travel order, rounded up as required by the ATMs.

d. Travel advances may be withdrawn from an ATM no more than 5 days before travel begins and cannot be obtained after the last day of travel.

e. Withdrawals are limited to \$600 per month.

f. For each advance withdrawn, AMEX will charge a 2.75% transaction fee. The bank may also charge a transaction fee. Both fees are reimbursable when included on the travel claim. Receipts are not required to support the AMEX and bank transaction fees.

3. Payment Requirements and Delinquency Policy.

a. Payment for all charges is due upon the card holder's receipt of the monthly billing statement.

b. The collection procedures for delinquent accounts are summarized below:

(1) 60 days past due (3rd billing): The government travel charge card contractor can initiate card suspension on or after the 60th calendar day from billing date for non-payment of undisputed amounts. The contractor will notify the card holder in writing at least 10 working days prior to suspension.

(2) 120 days past due: The card contractor can initiate card cancellation for non-payment of bills. This can occur only after suspension procedures have been accomplished. The command coordinator and card holder must be notified of the impending cancellation action. The command coordinator has 10 working days after notice of the impending cancellation to notify the contractor of any extenuating circumstances for which the card should not be canceled; the card holder has the same 10 days to pay the account in full; otherwise the account will be canceled. A canceled account can only be reinstated with the approval of the command coordinator.

(3) 180 days past due: The government charge card contractor refers the case to a collection agency or an attorney.

4. Leaving NAVFACENGCOMHQ.

a. Personnel (both military and civilian) who are departing from NAVFACENGCOMHQ must check out through the Command's government travel charge card coordinator.

b. Those leaving the Department of the Navy (e.g., transfer to another agency, resign, or retire) must surrender their government travel charge card. The Command coordinator is responsible for canceling these accounts.

NAVFACINST 4651.4B
FAC 915
27 September 1996

c. Personnel transferring to an activity within the Department of the Navy will have 60 days in which to transfer their account to their new Navy activity. After 60 days, the Command coordinator will notify the government travel card contractor that the individual is no longer working at NAVFACENGCOMHQ.

d. When personnel whose cards have been canceled transfer to another Navy activity, that activity will be notified by the NAVFACENGCOMHQ coordinator of the cancellation.

5. Headquarters Program Coordination.

a. Program coordination responsibilities at NAVFACENGCOMHQ have been assigned to the Administrative Services Division.

b. The Program Coordinator will provide appropriate written notification to charge card holders (and, in some cases, to their supervisors) on issues related to compliance with charge card usage requirements. This would include the following:

(1) Validating on an annual basis that charge card holders continue to meet "frequent traveler" criteria.

(2) Advising personnel leaving Headquarters for another Navy activity that they have 60 days to transfer their card prior to its cancellation.

(3) Advising card holders of their possible inappropriate use of the charge card.

(4) Notifying card holder that his/her account has been identified by American Express as being 60 days past due.

(5) Informing the impacted employee's supervisor of the 60 day delinquency.

(6) Notifying the card holder's supervisor when the card holder's charge card is being considered for cancellation because of a delinquency in excess of 120 days.

c. The Administrative Services Division will ensure that card holders are notified as soon as significant program changes occur.

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SECTION V

OBTAINING AND USING TELEPHONE CALLING CARDS

1. Cards. The AT&T Federal Calling Card is issued for travel within the United States. The MCI ISVS Calling Card is available for those traveling to foreign countries.

2. Use of Telephone Calling Cards.

a. NAVFACENGCOMHQ issued telephone calling cards shall be used in conjunction with official business when the authorized credit card holder is away from his/her permanent duty station on official government business and established government lines are not available. Calling cards shall not be used to make calls from the permanent duty station.

b. Telephone calling cards will be issued, upon request, to frequent travelers on an 'as needed' basis. These requests must be in writing, provide appropriate justification, and be signed by the traveler's supervisor.

c. The appropriateness of calls made using the telephone calling card will be certified by each code's resource manager as part of the monthly telephone bill review.

d. When the card is obtained from the Administrative Services Division, the record of receipt must be signed by the user or an officially designated code representative.

e. Training for holders of telephone calling cards will be provided as needed by the Administrative Services Division. Office of Counsel will also include a section on abuse of telephone calling cards in the Code of Ethics/Standards of Conduct briefings.

f. Personnel (both military and civilian) who are departing from NAVFACENGCOMHQ must check out through the Command's telephone calling card coordinator. The Command coordinator is responsible for canceling these accounts.

SECTION VI

USE OF METRORAIL FARE CARDS FOR TRAVEL ON OFFICIAL BUSINESS

1. Action.

a. The Administrative Services Division shall:

- (1) Procure fare cards based on projected and known requirements.
- (2) Number all cards sequentially, stamp them to read "Government Property," and record the information on an inventory log.
- (3) Issue numbered fare cards in blocks to code custodians and record and maintain the information on the Metrorail Fare Card Log (Exhibit 16).
- (4) Collect unused portions of cards from custodians on a regular basis for return to the Washington Metro Transit Authority for credit.
- (5) Collect and review individual code logs.
- (6) Ensure that fare cards and logs are locked up at all times. Fare cards will only be distributed to custodians/alternates.

b. Directors shall:

- (1) Submit the names of primary and alternate fare card custodians for their areas of responsibility to the Administrative Services Division and upon transfer or reassignment of the primary or alternate custodian, notify Administrative Services of their replacement. Exhibit 17 provides a sample designation memo.
- (2) Ensure that fare cards are kept locked up at all times and are used only for official government business.

c. Primary custodians shall:

- (1) Obtain, based on projected usage, a month's supply of fare cards from the Administrative Services Division travel office and, at the same time, return unused portions of fare cards previously received using NAVFAC Forms 4650/6 and 4650/5 (Exhibits 18 & 19).

(2) Issue fare cards to code personnel when and as appropriate.

(3) Account for fare cards in their custody and submit a report to the Administrative Services Division travel office when requesting new cards.

(4) Keep numbered fare cards in locked, unclassified storage containers at all times.

(5) If possible before their absence, temporarily transfer all fare cards on hand to the alternate custodian by signature receipt, using the Metrorail Fare Card Log (Exhibit 16).

d. Alternate custodians' responsibilities shall be the same as those of primary custodians.

e. Fare card users shall, upon receipt of a fare card, sign the Fare Card Log (Exhibit 19) and return the fare card (when a balance remains) to the code custodian.

2. Individual Responsibility for Lost or Damaged Cards. Any user or custodian who loses or damages a fare card shall reimburse the Administrative Services Division for the dollar amount remaining on the card by purchasing a new card.

3. Training. All custodians/alternates shall receive training from the Administrative Services Division travel office.

SECTION VII

EXHIBITS

1. NAVSO Form 12000, "Request and Approval for Attendance at Meetings"
2. DD Form 1610-A, "Travel Order Authorization for DOD Personnel"
3. "Official TAD/TDY Telephone Call Certification"
4. DD Form 1351-2, "Travel Voucher or Subvoucher"
5. DD Form 1351-3, "Statement of Actual Expenses"
 - (a). List of data to include in an Actual Expense Allowance Authorization request
6. NAVSO Form 4650/10, "Department of the Navy Invitational Travel Order"
7. Direct Cite Request Form, "Fund Citation and Travel Order Number for TAD/TDY Travel"
8. OPNAV Form 5521/27, "Visit Request"
9. DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa"
 - (a). Sample memo of data to include in a rush passport request
10. DSP 11, Passport Application (first time)
11. DSP 82, Passport Application (renewal)
12. DD Form 1351-2C, "Travel Voucher Continuation Sheet"
13. DD Form 1614, "Request and Authorization for DOD Civilian Permanent Duty Travel"
14. Temporary Quarters Subsistence Expense (TQSE)/Foreign Transfer Allowance (SE) Worksheet
15. SF 1164, "Claim for Reimbursement for Expenditures on Official Business"
16. Metrorail Accountability Inventory Log
17. Sample memo for Appointment of Metrorail Fare Card Custodian/Alternate
18. NAVFAC Form 4650/6, Report of Reimbursement/Issuance
19. Metrorail Fare Card Log for Individual Code Custodians

REQUEST AND APPROVAL FOR ATTENDANCE AT MEETINGS
NAVSO 12000/2 (Rev. 1-76) S/N 0104-LF-020-0010

(See Instructions on reverse side)

1 ACTIVITY AND ADDRESS	2 REFERENCE
	3 DATE

Authorization is requested for attendance at a meeting by proposed personnel. The criteria for attendance at and participation in meetings as set forth in CMMI 410.8 for civilian personnel and SecNavinst 4651 8H for military personnel have been met

PART I - MEETING INFORMATION

4 OFFICIAL TITLE AND OBJECTIVE OF MEETING (Attach announcement) (Continue on back if necessary)		7 SUBJECT MATTER CATEGORIES, CMMI 410	
		MANAGEMENT OR SUPERVISION	
		WITHIN SPECIALIZATION	
5 NAME AND NATURE OF SPONSORING ORGANIZATION (CMMI 410 and CMMI 732)		OTHER (Specify)	
6 LOCATION OF MEETING (City and State)		8 INCLUSIVE DATES OF MEETING:	
		FROM: TO:	
9 SERIES/GRADE SERVICE/RATING (RANK)	10. NAME AND PAYROLL TITLE (If military, give organizational title) (Use reverse for additional names)	11. ESTIMATED COST TO THE NAVY	
		a. TOTAL ESTIMATED COST \$	
		b. ESTIMATE PER PERSON	
		(In accordance with JTR Vol I)	
		REGISTRATION	
		TRAVEL	
		PER DIEM	
		OTHER	
		TOTAL PER PERSON \$	
12 STATEMENT OF BENEFIT TO THE DEPARTMENT OF THE NAVY FOR ATTENDANCE AT OR PARTICIPATION IN THIS MEETING IF PARTICIPATING GIVE NATURE AND EXTENT OF PARTICIPATION			

13. SIGNATURE AND TITLE OF SUPERVISING AND REVIEWING OFFICIALS (See Instructions on reverse side)	DATE

PART II - AUTHORIZATION TO ACCEPT PAYMENT (To be completed if applicable - Civilians only)

Authorization to accept payment from a Non-Government source in connection with this meeting is requested The criteria as set forth in CMMI 410 7 have been met.

14 NAME, PAYROLL TITLE, GRADE OR RATING OF CIVILIAN EMPLOYEE(S)			
15 NAME AND LOCATION OF ORGANIZATION MAKING PAYMENT (Also verify and check item(s) at the right)		THIS ORGANIZATION IS NOT INCLUDED IN ATTORNEY GENERAL'S LIST OF SUBVERSIVE ORGANIZATIONS (IF DIFFERENT FROM ITEM 5)	
		THE VERIFICATION OBTAINED FROM THE INTERNAL REVENUE SERVICE CONCERNING THE TAX EXEMPT STATUS OF THIS ORGANIZATION IS ATTACHED (NCP 1 410 7)	
16. AMOUNT AND NATURE OF PAYMENT	17 PURPOSE FOR WHICH PAYMENT IS TO BE USED		

PART III ACTION BY APPROVING AUTHORITY
(Any change made in PART I should be explained under COMMENTS)

18 AUTHORIZATION IS HEREBY GRANTED FOR	<input type="checkbox"/> ATTENDANCE AT MEETING	<input type="checkbox"/> ACCEPTANCE OF PAYMENT	
19 COMMENTS			
20. SIGNATURE OF AUTHORIZING OFFICIAL (As designated in CMMI 410.8 and SECNAVINST 4651 8H)			DATE

PART I – MEETING INFORMATION

ITEM 4. OFFICIAL TITLE AND OBJECTIVE OF MEETING (Continued from reverse side)

ITEMS 9 and 10. – SERIES/GRADE, SERVICE/RATING (RANK) AND NAME AND PAYROLL TITLE (Continued from reverse side)

9. SERIES/GRADE
SERVICE/RATING
(RANK)

10. NAME AND PAYROLL TITLE (If military, give organizational title)

INSTRUCTIONS

1. The following instructions pertain to signatures required:
 - a. Part I – Item 13:
 - Line a– For the signature of the supervising official initiating action
 - Line b– For the signature of the reviewing official when the commanding officer or head of the activity has been authorized to approve requests for attendance at meetings; or
 - Line c– For the signature of the commanding officer or head of the activity when the request is forwarded to the management bureau or office.
2. Part II – Item 14 – names of employee(s) will be entered here regardless of possible duplication of Item 10. There may be instances when not all employees listed in Item 10 will be requesting authorization to accept payment.
3. Part III – Item 20 – For the signature of the authorizing official, department or field, to whom authority has been delegated to approve attendance at meetings or to authorize acceptance of payments.
4. When military and civilian personnel are included on the same form, a record copy will be forwarded as required for military personnel and for civilian personnel.

TRAVEL ORDER AUTHORIZATION FOR DOD PERSONNEL
TDY (CIVILIAN) TAD (MILITARY)
 (Reference: Joint Travel Regulations/Joint Federal Travel Regulations)

TA STRIP



1. NAME (Last, First, Middle Initial)		2. FREQUENT TRAVELER YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		3. SSN		4. DATE OF REQUEST	
5. TITLE AND GRADE OR RATING				6. STANDARD DOCUMENT NUMBER			
7. PERMANENT DUTY STATION Naval Facilities Engineering Cmd 200 Stovall St., Alex., VA 22332				8. ORGANIZATIONAL ELEMENT		9. PHONE NO.	
10. TYPE OF ORDERS SINGLE <input checked="" type="checkbox"/> GROUP <input type="checkbox"/> OTHER <input type="checkbox"/>				13. REASON FOR TRAVEL (MISSION ESSENTIAL)			
11. TDY <input type="checkbox"/> TAD <input checked="" type="checkbox"/>		12. SECURITY CLEARANCE SECRET					
14. PROCEED O/A (Date) [] DIRECTED [X] AUTHORIZED		15. RETURN DATE		17. # OF DAYS	18. GOVT QTRS	19. GOVT MESS	20. DAILY LODGING
16. ITINERARY 1.							
20a. PRIVATELY OWNED CONVEYANCE [] MILEAGE REIMBURSEMENT & PER DIEM LIMITED TO CONSTRUCTIVE [] MORE ADVANTAGEOUS TO GOVERNMENT COST OF COMMON CARRIER TRANSPORTATION & RELATED PER RATE PER MILE: DIEM AS DETERMINED IN JTR/JFTR							
21. [X] PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. [] OTHER RATE OF PER DIEM. (See Itinerary)							
22. ESTIMATED COST						23. ADVANCE AUTHORIZED	
(a) PER DIEM	(b) TRANSPORTATION	(c) MISCELLANEOUS	(d) TOTAL				
\$	\$	\$	\$			\$	
24. ITEMS/REMARKS/REF SUBMIT VOUCHER TO NAVFAC TRAVEL OFFICE W/I 5 DAYS AFTER COMPLETION OF TRAVEL. OFFICIAL TELEPHONE CALLS AUTHORIZED. AUTH ADVANCE BEING OBTAINED AT ATM. VARIATION AUTHORIZED. TAXI AUTHORIZED IN/AROUND TDY AREA. GOVERNMENT QUARTERS WILL BE UTILIZED.							
25. MEMBER IDENTIFICATION CODE							
26. ACCOUNTING INFORMATION							
27. ORDER AUTHORIZING OFFICIAL OR AUTHENTICATING OFFICIAL (Title and signature) DAVID J. NASH COMMANDER, NAVFACENGCOMHQ						28. DATE ISSUED 325-0400	

DD FORM 1610-A

(DFASWC-WC TEST FORM - PDTATAC/0050W/14/1266 APPROVAL)

[illegible]

INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397.

PRINCIPAL PURPOSE: Used for reviewing, approving, accounting and disbursing for official travel, SSN is used to maintain numerical identification system for individual claims.

ROUTINE USES: To substantiate claims for reimbursement for official travel.

DISCLOSURE: Voluntary. Failure to furnish information requested may result in total or partial denial of amount claimed.

22. CLAIMANT'S STATEMENT

- a. I have identified on the face of this voucher all travel in connection with leave, delay en route or travel to home or permanent station for personal reasons.
- b. I have not claimed any allowances for travel, transportation and/or TDY for which I have or will receive reimbursement from any other agency of the U.S., Foreign Government, or the United Nations, except as specifically authorized by the Secretaries concerned.
- c. I hereby assign to the United States any rights I have against other parties in connection with reimbursable charges described herein associated with transportation procured at personal expense.
- d. If travel by POC was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses.

23. REQUIRED ATTACHMENTS

- a. Original or copies of all travel orders and amendments.
- b. Traveler's copy of transportation requests and MAC authorizations used.
- c. Receipts from transportation office for unused transportation request, totally or partially unused carriers' tickets, and unused meal tickets.
- d. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.
- e. Receipts for lodgings and any item of expense claimed in excess of \$15.
- f. Statements of nonavailability (*Government quarters, mess and directed mode of transportation*).
- g. Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis.

24. DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a Government mess. (*See JTR, Vol. 1, App. J and Vol. 2, App. D for definition of Deductible Meals.*) Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

25a. SYMBOLS (Use two letters)

MEANS/MODE OF TRAVEL	
FIRST LETTER	SECOND LETTER
(1) TRNSPN REQ. T	(5) AUTO A
(2) GOVT TRNSPN G	(6) BUS B
(3) COML TRNSPN C	(7) PLANE P
(<i>own expense</i>)	(8) RAIL R
(4) PRIVATELY-OWNED	(9) VESSEL V
CONVEYANCE P	(10) MOTORCYCLE M

25b. SYMBOLS

REASONS FOR STOPS	
(1) AWAITING TRNSPN.	AT
(2) LEAVE EN ROUTE.	LV
(3) MISSION COMPLETE.	MC
(4) AUTHORIZED DELAY.	AD
(5) TEMPORARY DUTY.	TD

26. REMARKS

27. APPROVED FOR PAYMENT (When required by individual service regulations)

DATE

SIGNATURE OF AUTHORIZED APPROVING/CERTIFYING OFFICER

REIMBURSABLE EXPENSES (JTR, C4612 AND M4009)

NOTES

- 4/ (a) Fees and tips to bellboys and maids; (b) fees and tips to porters and baggagemen (Members of Uniformed Services indicate only those fees and tips paid to porters and baggagemen and at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.); (c) telephone and telegraphic charges for lodging reservations; (d) expenses (other than those shown on lodging receipts) related to lodging and valet services (except barbers, manicurists, or masseurs); (e) related taxes and service charges on allowable items of expense (other than those in note 3) if not included elsewhere.

SIGNATURE

DATE

6. roster of other employees or members of the Uniformed Services who also will be performing the travel, TDY, or TAD involved including grade, full name, SSN, and branch of Service;
7. proposed itinerary showing complete identification of places in or outside CONUS to be visited, the length of duty at each place, and the inclusive dates of travel;
8. information as to any special arrangements which have been made such as provisions for use of special Government quarters, messes, open messes, motels, restaurants, etc.;
9. any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem will not suffice;
10. reasons normal accommodations within the prescribed per diem allowance will not suffice;
11. name and phone number of individual who may be contacted concerning this request.

When any of the data in items 1 through 11 are not available, the request will so state. Each request for approval of an AEA after travel has been performed will be accompanied by a copy of DD Form 1351-3 (Statement of Actual Expenses) or a detailed statement showing dates, items, and amounts paid. Vouchers or receipts are not to be submitted with the request for AEA, such documents are to be submitted to the disbursing/finance office.

F. Data to Be Included in Requests. Requests should contain any of the following data that is relevant to the trip:

1. specific reason for travel;
2. whether meetings with technical, professional, or scientific organizations are involved;
3. whether international conferences or meetings are involved;
4. identity of the senior member of the party, whether civilian or military, including grade, full name, SSN, and branch of Service;
5. names and title of foreign governmental contacts, if any;

DEPARTMENT OF THE NAVY
INVITATIONAL TRAVEL ORDER

TRAVEL ORDER NO.

1. NAME (First, middle, last)

DATE APPROVED

HOME ADDRESS

BUSINESS ADDRESS

NAME AND LOCATION OF ACTIVITY ISSUING INVITATION

FROM: (Point where travel begins)

PROCEED ON OR ABOUT (Date)

TO: (Destination)

FOR APPROXIMATELY

DAYS

FOR THE PURPOSE OF (Exact purpose for which travel is authorized)

UPON COMPLETION RETURN TO (Point where travel began)

2. Authority is granted for the performance of the above travel by commercial aircraft, rail, bus, Government-operated vehicle or aircraft or privately-owned automobile. You are advised that the policy of the Department of Defense requires that in using commercial aircraft, accommodations selected will be the least costly service which will permit satisfactory accomplishment of the mission of the traveler.

3. If the above travel is performed by common carrier you will be provided Government Transportation Requests to exchange for carrier tickets, if practicable. If Transportation Requests are not provided you, you may travel by common carrier at personal expense. Reimbursement for the cost of transportation will be limited to one of the following: (a) the least costly scheduled air service or the lowest cost class of accommodations available at the time reservations were made, (b) cost of the rail fare and a lower berth or the lowest first-class rail accommodation available at the time reservations were made, (c) actual cost of commercial bus fare. Transportation taxes paid at personal expense are also reimbursable. If travel is performed by privately-owned automobile, you will be reimbursed at the appropriate mileage rate, and for bridge, ferry, tunnel, and other highway tolls incurred while in a travel status under this order in accordance with the Joint Travel Regulations, Volume 2. The total reimbursement for travel performed by privately-owned automobile will be limited to the cost of travel by the usual mode of common carrier, including per diem. You will keep a record of speedometer readings and expenditures for tolls for use in submitting your travel expense voucher.

4. Receipts and ticket stubs will be required to substantiate your claim for cost of transportation and subsistence for items in excess of \$15.00. Receipts should also be obtained for other reimbursable expenses, including official long distance telephone calls. These receipts will be submitted with your claim for reimbursement of expenses.

5. PER DIEM

PER DIEM

*In lieu of actual subsistence expenses, a per diem rate is authorized in accordance with JTR, pers. C8100.2 and C8101.2a, as appropriate.

\$ _____ RATE

6. TRANSPORTATION REQUEST NUMBERS:

7. EXPENSES IN THIS ORDER ARE CHARGEABLE TO:

8. The travel authorized herein has been determined to be in the public interest.

FOR THE SECRETARY OF THE NAVY: (Signature and title of authorizing official)



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND

200 STOVALL STREET

ALEXANDRIA, VA 22332 2300

IN REPLY REFER TO

From:
To: 91523

Subj: FUND CITATION AND TRAVEL ORDER NUMBER FOR TDY TRAVEL

It is requested that a Travel Order Number and Fund Citation be furnished for the following travel:

Name of Activity requesting funds _____
Name of Traveler: _____
From: _____ To _____
Approximate Date of Travel _____ Approximate Number Days _____
Purpose of Travel _____
Car Rental Authorized _____ (Please specify if car rental is/is not authorized).
J.O. _____ W.C. _____ Acctg. data given to _____ in NAVFAC.
Phone # _____

Thank You,

From: 91523
To:

Date:

The following fund citation and travel order number is furnished for travel:

Travel Order Number:

Fund Citation:

Appropriation Symbol & Subhd	Object Class	BuCon Number	Sub-Allot Number	Authorized Acctg Acty	Type	Tango Number	Cost Code
---------------------------------	-----------------	-----------------	---------------------	--------------------------	------	-----------------	-----------

Estimated Cost

Standard Document Number

Transportation	Per Diem	Misc. Exp.	Total
\$			

The Standard Document Number and Travel Order Number are the same.

Please forward one copy of processed travel order and one copy of filed claim to:

NAVFACENGCOMHQ, 200 Stovall Street, Alex., Virginia 22332 Attn: Code 91523

Thank You,

VISIT REQUEST

PRIVACY ACT STATEMENT ON REVERSE

CHECK ONE

VISITOR CLEARANCE DATA

OPNAV 5521 '27 (REV. 1-75) S/N 0107-LF-055-2235

☐ REPLY REQUIRED☐ REPLY ONLY IF NEGATIVE

(SEE CURRENT EDITION OF OPNAVINST. 5510.1 FOR DETAILED INSTRUCTIONS)

FROM (COMPLETE ADDRESS OF REQUESTING ACTIVITY)

DATE OF REQUEST

SPECIFIC PERSONNEL OR SECTION
OF COMMAND TO BE VISITED

FOLD ON THIS LINE

DURATION OF VISIT (ARRIVE)

(DEPART)

DEGREE OF ACCESS REQUIRED

PURPOSE OF VISIT/REMARKS (IF THE VISIT IS TO A CONTRACTOR FACILITY, INCLUDE CONTRACT NUMBER IF APPROPRIATE)

NAME, RANK, TITLE OR POSITION, SOCIAL SECURITY NO.	DATE AND PLACE OF BIRTH	NATIONALITY (CHECK ONE)		LEVEL OF SECURITY CLEARANCE
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	

NAME, RANK AND TITLE OF OFFICIAL AUTHORIZING VISIT AND CLEARANCE

SIGNATURE

COPY TO:

THIS FORM MUST BE TYPED AUTHORIZATION TO APPLY FOR A "NO—FEE" PASSPORT AND/OR REQUEST FOR VISA <i>(PRIVACY ACT APPLIES)</i>		1 DATE PASSPORT OR VISA REQUIRED BY APPLICANT	2 MAJOR SERVICE COMPONENT
3 APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME		4 APPLICANT'S DATE OF BIRTH	5 APPLICANT'S PLACE OF BIRTH
6 SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME <input type="checkbox"/> <i>(If same as Item 3, check block)</i>		7 SPONSOR'S MILITARY RANK/ CIVILIAN GRADE	8 SPONSOR'S SSN
9 APPLICANT'S CURRENT HOME ADDRESS AND ZIP CODE <i>(Include home and office telephone No. and area code)</i>		10 INTERIM ADDRESS WHERE APPLICANT MAY BE CONTACTED AFTER DEPARTING LOCATION INDICATED IN ITEM 9 <i>(Include telephone No. and name of person with whom residing)</i>	
11 DESTINATION <i>(Country or Countries)</i>	12 LIST SPECIAL ASSIGNMENT REQUIRING PASSPORT * <i>(See NOTE below)</i>	13 PASSPORT WILL BE FORWARDED TO: <i>(Include complete mailing address and ZIP Code)</i>	
14. EST DATE OF DEPARTURE <i>(From country in which applicant is currently residing)</i>	15 PROPOSED LENGTH OF STAY	16 SIGNATURE OF AUTHORIZING OFFICIAL AND DATE	
17. ADDITIONAL INFORMATION <i>(Continuation sheet may be added)</i>		18 TYPED NAME, GRADE, TITLE AND ORG OF AUTHORIZING OFFICIAL <i>(Include complete mailing address, Tel. No. and area code)</i>	
* NOTE: <i>If assignment is to Attache'; MAAG; JUSMMAT; Security Assistance Liaison Office (SALO); OSP or other Special Advisory Group, e.g., CENTO; or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."</i>			

DD FORM 1056
1 MAR 77

Replaces edition of 1 Nov 70 and DD
Form 1056, Privacy Act Statement
1 Oct 75, which are obsolete

ATTACH TO PASSPORT APPLICATION (FORM DSP-11) **COP**

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Sections 3012, 8012, 5031, Title 10 USC.

PRINCIPAL PURPOSES: To provide authority for issue of a "No-Fee" passport and/or request for a visa which is an indorsement stamped or written on a passport, showing that it has been examined by the proper officials of a country and granting entry into that country.

ROUTINE USES: Information used in conjunction with application for passport/visa and foreign travel. Information may be released to other DOD agencies, various activities within the Department of State, foreign embassies and consulates.

MANDATORY DISCLOSURE: If service member/applicant does not provide information by completion of this form, a "No-Fee" passport will not be authorized.

SUSPENSE CONTROL**FOR USE BY APPLICANT OR ISSUING OFFICIAL**

DATE APPLIED FOR PASSPORT

PLACE APPLIED FOR PASSPORT

COURT OR PASSPORT AGENT

FOR USE BY PASSPORT RECEIVING AGENT1 DATE PASSPORT RECEIVED
FROM DEPARTMENT OF STATE

2 PASSPORT NUMBER

3 DATE OF PASSPORT ISSUE

4 PASSPORT EXPIRATION DATE

5 DOCUMENT(S) INCLUDED
WITH PASSPORT6 COUNTRY AND DATE VISA
REQUESTED7 DATE PASSPORT RECEIVED
WITH VISA

8 DATE PASSPORT MAILED

REMARKS



DEPARTMENT OF THE NAVY

**NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA VA 22332-2300**

IN REPLY REFER TO

DATE

**From: Commander, Naval Facilities Engineering Command
To: Office of Passport Services, Department of State**

Subj: LETTER OF JUSTIFICATION FOR OFFICIAL PASSPORT

1. This letter is for the expediting of the passport for _____ (name) _____, _____ SSN _____. The following information is provided:

- a. Date of notification of required travel.**
- b. Exact purpose of travel.**
- c. Explanation of any delay between notification of the required travel and submission of application.**

I. M. THEBOSS

UNITED STATES DEPARTMENT OF STATE
APPLICATION FOR ☐ PASSPORT ☐ REGISTRATION
SEE INSTRUCTIONS—TYPE OR PRINT IN INK IN WHITE AREAS

1. NAME FIRST NAME

MIDDLE NAME

LAST NAME

2. MAILING ADDRESS

STREET

CITY, STATE,
ZIP CODE

COUNTRY

IN CARE OF

3. SEX

4. PLACE OF BIRTH City, State or Province, Country

5. DATE OF BIRTH

6. SEE FEDERAL TAX SOCIAL SECURITY NUMBER
LAW NOTICE ON
REVERSE SIDE

Male Female

Mo. Day Year

7. HEIGHT

8. COLOR OF HAIR

9. COLOR OF EYES

10. (Area Code) HOME PHONE 11. (Area Code) BUSINESS PHONE

Feet Inches

12. PERMANENT ADDRESS (Street, City, State, ZIP Code)

13. OCCUPATION

14. FATHER'S NAME

BIRTHPLACE

BIRTH DATE

U.S. CITIZEN

16. TRAVEL PLANS (Not Mandatory)

COUNTRIES

DEPARTURE DATE

15. MOTHER'S MAIDEN NAME

BIRTHPLACE

BIRTH DATE

U.S. CITIZEN

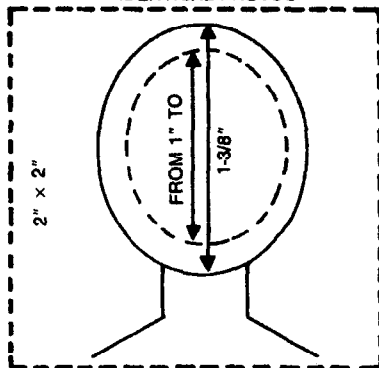
LENGTH OF STAY

17. HAVE YOU EVER BEEN ISSUED A U.S. PASSPORT? YES ☐ NO ☐

IF YES, SUBMIT PASSPORT IF AVAILABLE. ☐ Submitted

IF UNABLE TO SUBMIT MOST RECENT PASSPORT, STATE ITS DISPOSITION: COMPLETE NEXT LINE
NAME IN WHICH ISSUED PASSPORT NUMBER ISSUE DATE (Mo., Day, Yr.) DISPOSITION

SUBMIT TWO RECENT
IDENTICAL PHOTOS



18. HAVE YOU EVER BEEN MARRIED? ☐ YES ☐ NO

DATE OF MOST
RECENT MARRIAGE

Mo. Day Year

WIDOWED/DIVORCED? ☐ YES ☐ NO

IF YES, GIVE DATE

Mo. Day Year

SPOUSE'S FULL BIRTH NAME

SPOUSE'S BIRTHPLACE

19. IN CASE OF EMERGENCY, NOTIFY (Person Not Traveling With You)

RELATIONSHIP

(Not Mandatory)
FULL NAME

ADDRESS

(Area Code) PHONE NUMBER

20. TO BE COMPLETED BY AN APPLICANT WHO BECAME A CITIZEN THROUGH NATURALIZATION

I IMMIGRATED TO THE U.S. I RESIDED CONTINUOUSLY IN THE U.S.
(Month, Year) From (Mo., Yr) To (Mo., Yr)

DATE NATURALIZED (Mo., Day, Yr)

Mo. Day Year

Mo. Day Year

Mo. Day Year

PLACE

21. DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH

I have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached) I solemnly swear (or affirm) that the statements made on this application are true and the photograph attached is a true likeness of me.

Subscribed and sworn to (affirmed) before me

Mo. Day Year

(SEAL)

X

- ☐ Clerk of Court or
☐ PASSPORT Agent
☐ Postal Employee
☐ (Vice) Consul USA At

(Sign in presence of person authorized to accept application)

(Signature of person authorized to accept application)

22. APPLICANT'S IDENTIFYING DOCUMENTS ☐ PASSPORT ☐ DRIVER'S ☐ OTHER (Specify)

ISSUE DATE

EXPIRATION DATE

LICENSE
PLACE OF ISSUE

No.

ISSUED IN THE NAME OF

Mo. Day Year Mo. Day Year

23. FOR ISSUING OFFICE USE ONLY (Applicant's evidence of citizenship)

- ☐ Birth Cert. SR CR City Filed/Issued:
☐ Passport Bearer's Name:
☐ Report of Birth
☐ Naturalization/Citizenship Cert. No.:
☐ Other:
☐ Seen & Returned
☐ Attached

APPLICATION APPROVAL

Examiner Name

Office, Date

24.

FEE EXEC. POST

EXHIBIT 10

UNITED STATES DEPARTMENT OF STATE
PASSPORT APPLICATION

FEDERAL TAX LAW:

Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name (#1), mailing address (#2), date of birth (#5), and social security number (#6). If you have not been issued a social security number, enter zeroes in box #6. Passport Services will provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

ACTS OR CONDITIONS

(If any of the below-mentioned acts or conditions has been performed by or applies to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.) I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the Government of the United States; or having been naturalized, within one year after such naturalization, returned to the country of my birth or any other foreign country to take up a permanent residence.

WARNING: False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under provisions of 18 USC 1001 and/or 18 USC 1542. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 USC 1544. All statements and documents submitted are subject to verification.

PRIVACY ACT STATEMENT:

The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1966. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States Passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties; pursuant to a court order; and, as set forth in Part 171, Title 22, Code of Federal Regulations (see *Federal Register*, Volume 42, pages 49791 through 49795).

Failure to provide the information requested on this form may result in the denial of a United States Passport, related document, or service to the individual seeking such passport, document, or service.

HOW TO APPLY FOR A U.S. PASSPORT. U.S. passports are issued only to U.S. citizens or nationals. Each person must obtain his or her own passport.

IF YOU ARE A FIRST-TIME APPLICANT, please complete and submit this application in person. (Applicants under 13 years of age usually need not appear in person unless requested. A parent or guardian may execute the application on the child's behalf.) Each application must be accompanied by (1) PROOF OF U.S. CITIZENSHIP, (2) PROOF OF IDENTITY, (3) TWO PHOTOGRAPHS, (4) FEES (as explained below) to one of the following acceptance agents: a clerk of any Federal or State court of record or a judge or clerk of any probate court accepting applications; a designated postal employee at a selected post office; or an agent at a Passport Agency in Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, Seattle, Stamford, or Washington, D.C.; or a U.S. consular official.

IF YOU HAVE HAD A PREVIOUS PASSPORT, inquire about eligibility to use Form DSP-82 (mail-in application).

Address requests for passport amendment, extension of validity, or additional visa pages to a Passport Agency or a U.S. Consulate or Embassy abroad. Check visa requirements with consular officials of countries to be visited well in advance of your departure.

(1) PROOF OF U.S. CITIZENSHIP.

(a) **APPLICANTS BORN IN THE UNITED STATES.** Submit previous U.S. passport or certified birth certificate. A birth certificate must include your given name and surname, date and place of birth, date the birth record was filed, and seal or other certification of the official custodian of such records. A record filed more than 1 year after the birth is acceptable if it is supported by evidence described in the next paragraph.

IF NO BIRTH RECORD EXISTS, submit registrar's notice to that effect. Also submit an early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, newspaper or insurance files, or notarized affidavits of persons having knowledge of your birth (preferably with at least one record listed above). Evidence should include your given name and surname, date and place of birth, and seal or other certification of office (if customary) and signature of issuing official.

(b) **APPLICANTS BORN OUTSIDE THE UNITED STATES.** Submit previous U.S. passport or Certificate of Naturalization, or Certificate of Citizenship, or a Report of Birth Abroad, or evidence described below.

IF YOU CLAIM CITIZENSHIP THROUGH NATURALIZATION OF PARENT(S), submit the Certificate(s) of Naturalization of your parent(s), your foreign birth certificate, and proof of your admission to the United States for permanent residence.

IF YOU CLAIM CITIZENSHIP THROUGH BIRTH ABROAD TO U.S. CITIZEN PARENT(S), submit a Consular Report of Birth (Form FS-240) or Certification of Birth (Form DS-1350 or FS-545), or your foreign birth certificate, parents' marriage certificate, proof of citizenship of your parent(s), and affidavit of U.S. citizen parent(s) showing all periods and

places of residence/physical presence in the United States and abroad before your birth.

(2) **PROOF OF IDENTITY.** If you are not personally known to the acceptance agent, you must establish your identity to the agent's satisfaction. You may submit items such as the following containing your signature AND physical description or photograph that is a good likeness of you: previous U.S. passport; Certificate of Naturalization or of Citizenship; driver's license (not temporary or learner's license); or government (Federal, State, municipal) identification card or pass. Temporarily altered documents are not acceptable.

IF YOU CANNOT PROVE YOUR IDENTITY as stated above, you must appear with an IDENTIFYING WITNESS who is a U.S. citizen or permanent resident alien who has known you for at least 2 years. Your witness must prove his or her identity and complete and sign an Affidavit of Identifying Witness (Form DSP-71) before the acceptance agent. You must also submit some identification of your own.

(3) **TWO PHOTOGRAPHS.** Submit two identical photographs of you alone, sufficiently recent to be a good likeness (normally taken within the last 6 months), 2 x 2 inches in size, with an image size from bottom of chin to top of head (including hair) of between 1 and 1-3/8 inches. Photographs must be clear, front view, full face, taken in normal street attire without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. They may be black and white or color. They must be capable of withstanding a mounting temperature of 225° Fahrenheit (107° Celsius). Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable.

(4) **FEES.** Submit \$65 if you are 18 years of age or older. The passport fee is \$55. In addition, a fee of \$10 is charged for the execution of the application. Your passport will be valid for 10 years from the date of issue except where limited by the Secretary of State to a shorter period. Submit \$40 if you are under 18 years of age. The passport fee is \$30 and the execution fee is \$10. Your passport will be valid for 5 years from the date of issue, except where limited as above.

Pay the passport and execution fees in one of the following forms: checks—personal, certified, traveler's; bank draft or cashier's check; money order, U.S. Postal, international, currency exchange; or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank.

Make passport and execution fees payable to Passport Services (except if applying at a State court, pay execution fee as the State court requires) or the appropriate Embassy or Consulate, if abroad. No fee is charged to applicants with U.S. Government or military authorization for no-fee passports (except State courts may collect the execution fee). Pay special postage if applicable.



UNITED STATES DEPARTMENT OF STATE
APPLICATION FOR PASSPORT BY MAIL

TYPE OR PRINT IN INK IN WHITE AREAS ONLY

USE BLOCK LETTERS/NUMBERS

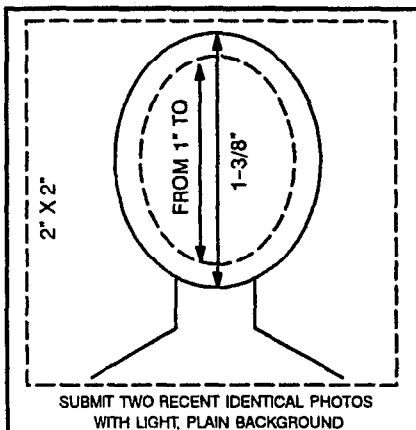
NAME	FIRST	MIDDLE
LAST		
MAIL PASSPORT TO		
STREET / RFD # OR P.O. BOX		APT #
CITY	STATE	ZIP CODE
IN CARE OF (IF APPLICABLE)		

R D O DP Issue Date _____
End.# _____ Exp. _____

SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	PLACE OF BIRTH City & State or City & Country	DATE OF BIRTH Month Day Year	SOCIAL SECURITY NUMBER (SEE FEDERAL TAX LAW NOTICE ON REVERSE SIDE)
HEIGHT Feet Inches	HAIR COLOR	EYE COLOR	HOME TELEPHONE ()
BUSINESS TELEPHONE ()			

NOTE: Most recent passport MUST be enclosed!

PASSPORT NUMBER	ISSUE DATE Month Day Year	PLACE OF ISSUANCE	OCCUPATION (Not Mandatory)
DEPARTURE DATE	TRAVEL PLANS (Not Mandatory) COUNTRIES TO BE VISITED		LENGTH OF STAY (Not Mandatory)
PERMANENT ADDRESS (Do not list P.O. Box) STREET / RFD # CITY STATE ZIP CODE			



NOT MANDATORY

IN CASE OF EMERGENCY WHEN TRAVELING ABROAD, NOTIFY (Person in U.S. Not Traveling With You)	
NAME	
STREET	
CITY	STATE ZIP CODE
TELEPHONE ()	RELATIONSHIP

OATH AND SIGNATURE (If any of the below-mentioned acts or conditions have been performed by or apply to the applicant the portion which applies should be lined out, and a supplementary explanatory statement should be attached, signed, and made a part of this application.)

I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath, or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the Government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States or before a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against the United States, or conspiring to overthrow, put down or destroy by force the Government of the United States.

WARNING: False statements made knowingly and willfully in passport applications or affidavits or other supporting documents are punishable by fine and/or imprisonment under the provisions of 18 USC 1001 and/or 18 USC 1542. The alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under 18 USC 1543. The use of a passport in violation of the restrictions therein is punishable by fine and/or imprisonment under 18 USC 1544.

DECLARATION: I declare that the statements made in this application are true and complete to the best of my knowledge and belief, that the attached photographs are a true likeness of me, and that I have not been issued or included in a passport issued subsequent to the one submitted herein.

➔ **NOTE: APPLICANT MUST SIGN & DATE**

SIGNATURE

DATE

DO NOT WRITE BELOW THIS SPACE - FOR PASSPORT SERVICES USE ONLY - DO NOT WRITE BELOW THIS SPACE

Application Approval

Evidence of Name Change

☐ Marriage Cert. ☐ Court Order

Date _____
Place _____
From _____
To _____

Fees

EXHIBIT 11

WHAT DO I NEED TO SEND WITH THE APPLICATION FORM?

1. Your most recent passport.
2. A marriage certificate or court order if your name has changed.
3. Passport fee of \$55.
4. Two recent (taken within the last 6 months) identical photographs with a light, plain background.

For detailed information on the items to be included, see below.

1. YOUR MOST RECENT PASSPORT. Issued at age 18 or older in your current name (or see item #2 below) and issued within the past 12 years. If your passport is mutilated or damaged, you must apply on the DSP-11 Application form as specified below.

2. A MARRIAGE CERTIFICATE OR COURT ORDER. If the name you are currently using differs from the name on your most recent passport, you must submit a marriage certificate or court order showing the change of name. The name change document **MUST** bear the official seal of the issuing authority. Uncertified copies or notarized documents can not be accepted. All documents will be returned to you with your passport. If you are unable to document your name change in this manner, you must apply on the DSP-11 Application form by making a personal appearance at (1) a passport agency; (2) any Federal or State court of record or any probate court accepting passport applications; or (3) a Post Office which has been selected to accept passport applications.

3. THE PASSPORT FEE OF \$55. Enclose the \$55 passport fee in the form of a personal check or money order. **DO NOT SEND CASH.** Passport services cannot be responsible for cash sent through the mail. If you desire special postage other than first class (registered, special delivery, etc.) include the appropriate fee on the check. **THE FULL NAME AND DATE OF BIRTH OF THE APPLICANT MUST BE TYPED OR PRINTED ON THE FRONT OF THE CHECK. MAKE CHECKS PAYABLE TO PASSPORT SERVICES.**

4. TWO RECENT IDENTICAL PHOTOGRAPHS. The photographs must have been taken within the past six months and be a good likeness of you. The photographs must be clear with a full front view of your face and taken on a light (white or off-white) background. Photographs may be in color or black and white and the image size must correspond to the dimensions on the diagram on the front of this form. Photographs must be taken in normal street attire, showing you without headcovering unless a signed statement is submitted indicating that the headcovering is worn daily for religious or medical reasons. Dark glasses may not be worn in passport photographs unless a doctor's statement is submitted supporting the wearing of dark glasses for medical reasons.

MAIL THIS FORM TO:

National Passport Center
P.O. Box 371971
Pittsburgh, Pa. 15250-7971

DELIVERY - Other Than U.S. Postal Service

Mellon Bank
Attn: Passport Supervisor, 371971
3 Mellon Bank Center, Rm. 153-2723
Pittsburgh, Pa. 15259-0001

FOR INQUIRIES CONTACT:

National Passport Center
31 Rochester Avenue
Portsmouth, NH. 03801-2900
Telephone: (603) 334-0500

NOTICE TO APPLICANTS RESIDING ABROAD

United States citizens residing abroad **CANNOT** submit this form to the Passport Facility listed above. Such applicants should contact the nearest United States Embassy or Consulate for procedures to be followed when applying overseas.

NOTICE TO APPLICANTS FOR OFFICIAL, DIPLOMATIC, OR NO-FEE PASSPORTS

You may use this application if you meet all of the provisions listed above. Submit your U.S. Government or military authorization for a no-fee passport with your application in lieu of the passport fee. **CONSULT YOUR SPONSORING AGENCY FOR INSTRUCTIONS ON PROPER ROUTING PROCEDURES BEFORE FORWARDING THIS APPLICATION.** Your completed passport will be released to your sponsoring agency for forwarding to you.

FEDERAL TAX LAW

Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name, mailing address, date of birth and social security number. If you have not been issued a social security number, enter zeros in box. Passport Services will provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

PRIVACY ACT STATEMENT

The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1966. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and of their official duties; pursuant to a court order; and, as set other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties; pursuant to a court order; and, as set forth in Part 171, Title 22, Code of Federal Regulations (*see Federal Register, Volume 42, pages 49791 through 49795*).

Failure to provide the information requested on this form may result in the denial of a United States passport, related document, or service to the individual seeking such passport, document, or service.

REQUEST AND AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY TRAVEL <small>(Reference: Joint Travel Regulations)</small> TRAVEL AUTHORIZED HEREIN AS NECESSARY IN THE PUBLIC SERVICE					1. DATE REQUESTED	
REQUEST FOR OFFICIAL TRAVEL						
2. NAME (Last, First, Middle Initial)				3. NEW POSITION TITLE AND GRADE OR RATING		
4. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL PLACE OF RESIDENCE				5. NEW OFFICIAL STATION AND LOCATION, ACTUAL PLACE OF RESIDENCE, OR ALTERNATE DESTINATION		
6. PURPOSE OF TRAVEL <input type="checkbox"/> TRAVEL BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT TRAVEL <input type="checkbox"/> OTHER (Specify) _____ <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION						
7. MODE OF TRANSPORTATION <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> COMMERCIAL		<input type="checkbox"/> RAIL <input type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> OTHER (Specify) _____ <input type="checkbox"/> TO BE DETERMINED BY TRANSPORTATION OFFICER		PRIVATELY OWNED CONVEYANCE <input type="checkbox"/> ADVANTAGEOUS <input type="checkbox"/> AUTOMOBILE <input type="checkbox"/> OTHER (Specify) _____ <input type="checkbox"/> NOT ADVANTAGEOUS		RATE PER MILE \$ _____
8. PER DIEM FOR EMPLOYEE AND DEPENDENTS (if applicable) AUTHORIZED PER JTR.			9. ROUND TRIP TRAVEL, NOT TO EXCEED _____ CALENDAR DAYS INCLUDING TRAVEL TIME <input type="checkbox"/> IS <input type="checkbox"/> IS NOT AUTHORIZED TO SEEK PERMANENT RESIDENCE			
10. TEMPORARY QUARTERS SUBSISTENCE EXPENSE <input type="checkbox"/> IS <input type="checkbox"/> IS NOT AUTHORIZED FOR _____ DAYS						
11. <input type="checkbox"/> MISCELLANEOUS EXPENSES <input type="checkbox"/> REAL ESTATE EXPENSES <input type="checkbox"/> UNEXPIRED LEASE EXPENSES AUTHORIZED PER JTR						
12. DEPENDENT OVERSEA TRAVEL <input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED						
TRANSPORTATION OF DEPENDENTS AUTHORIZED		13. FROM _____		TO _____		
		NAMES OF DEPENDENTS		RELATIONSHIP		DATE OF BIRTH (Children)
14. <input type="checkbox"/> SHIPMENT OF HOUSEHOLD GOODS AUTHORIZED NOT IN EXCESS OF _____ (Net Weight in Pounds) FROM _____ TO _____				NONTEMPORARY STORAGE OF HOUSEHOLD GOODS AUTHORIZED <input type="checkbox"/> YES <input type="checkbox"/> NO		
15. OVERSEA SHIPMENT OF PRIVATELY OWNED MOTOR VEHICLE AUTHORIZED <input type="checkbox"/> YES <input type="checkbox"/> NO				16. ADVANCE AUTHORIZED \$ _____		
17. REMARKS OR OTHER AUTHORIZATION (Use this space for special requirements, leave, excess baggage, etc. or other authorizations)						
18. ESTIMATED COST \$ _____	PER DIEM \$ _____	TRAVEL \$ _____	OTHER \$ _____	TOTAL \$ _____	19. TRANSPORTATION AGREEMENT SIGNED <input type="checkbox"/> YES <input type="checkbox"/> NO	
20. REQUESTING OFFICIAL (Title and Signature)				21. APPROVING OFFICIAL (Title and Signature)		
AUTHORIZATION						
22. ACCOUNTING CITATION						
23. ORDER AUTHORIZING OFFICIAL (Title and Signature) OR AUTHENTICATION					24. DATE ISSUED	
					25. TRAVEL ORDER NUMBER	

DD FORM 1614
1 JUL 67

S/N 0102-LF-016-9200
EXHIBIT 13

Use this space for additional explanation. (Show periods of TDY or any other deviations during period of Temporary Quarters.)

[illegible]

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11809 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under app. administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a taxpayer and/or employee identification number; disclosure is MANDATORY on vouchers claiming payment or reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

METRORAIL FARECARD LOG**ACCOUNTABILITY INVENTORY LOG FOR 91523 CUSTODIAN**

DATE	CUSTODIAN'S SIGNATURE	CODE	<u>QUANTITY</u>		<u>NUMBERS ISSUED</u>		QUANTITY BALANCE	DOLLAR VALUE	<u>RETURNED</u>	
			REC'D	ISSUED	FROM	TO			QTY	EST VALUE

MEMORANDUM

From: Director, _____

To: Person Designated

Subj: DESIGNATION OF METRORAIL FARE CARD PRIMARY/ALTERNATE
CUSTODIAN

Encl: (1) NAVFAC Form 4650/6

1. You are hereby designated as Primary/Alternate Metrorail Fare Card Custodian under the provisions of this notice. The dollar amount of fare cards that you can hold at any given time is authorized at: \$_____.

2. Your duties and responsibilities as outlined in this notice are further defined as listed below:

a. Request and return fare cards from/to 91523 as specified in this instruction.

b. Treat fare cards as cash and control them by keeping them locked up at all times; only the custodian/alternate shall control the key/combination.

c. Acknowledge responsibility for security of cards by personally replacing any card lost or damaged due to negligence while in your care.

d. Ensure that fare cards are being used for official business before issuance.

e. Maintain accountability for each fare card, including unused amounts of fare cards returned for new ones, using enclosure (1).

f. Prepare an as-needed report for submission to Code 91523.

From Person Designated (One from primary & one from alternate)

To Director, Administrative Services Division

I have read and accept the procedures and responsibilities of Metrorail Fare Card Primary/Alternate Custodian as stated above.

(Signature)

NAVFAC FORM 4650/6

From: Fare Card Custodian/Alternate (Code ____)

To: Travel Manager

Via: Director, _____

Subj: REIMBURSEMENT/ISSUANCE OF METRORAIL FARE CARDS

Encl: (1) NAVFAC Form 4650/5

1. Request issuance of Metrorail fare cards totaling \$_____ to replace used fare cards. Fare cards totaling \$_____ in residual value are returned. Number of unreadable fare cards returned is _____.

2. Enclosure (1) lists all fare cards issued since last report and supports the following reconciliation:

Fare Cards Authorized	\$ _____
Minus fare cards on hand*	\$ _____
Balance	\$ _____

*Includes unused fare cards and partially used fare cards with readable residual value.

METRORAIL FARECARD LOG

ACCOUNTABILITY INVENTORY LOG INDIVIDUAL CODE CUSTODIAN AUTHORIZED # \$ VALUE

[illegible]

NAVFACINST 4651.4B
FAC 915
27 September 1996

SECTION VIII

REFERENCES

- (a) Joint Travel Regulations, Volume I (Military) and Volume II (Civilian)
- (b) OPNAVINST 5050.31B of June 89, Reduction in Military and Civilian Travel Costs
- (c) NAVFACINST 5050.12G of Apr 89, Conferences and Working Group Meetings
- (d) CNO Washington DC 132255Z Sep 95, Use of Commercial Travel Offices (CTOs) To Obtain All Lodging
- (e) CNO Washington DC 301908Z Apr 93, Transient Lodging Policy
- (f) BUPERINST 11103.1C, 20 May 94, List of Activities w/BOQ
- (g) OPNAVINST 5510.1H of Apr 88, DON Information and Personnel Security Program Regulation
- (h) OPNAVINST 4650.11F of May 89, Policies and Procedures for Official Temporary Duty Travel to Military and Civilian Installations, Activities, and Units
- (i) BUPERINST 1320.6E of Jan 89, NATO Travel Orders to and Within the NATO Countries
- (j) PSDCCNOTE 7200 of 20 Mar 92, New Public Voucher Document Requirements
- (k) NDWINST 4650.3B of 7 Feb 94, Washington Local Commuting Area
- (l) ASN(FM) memo of 20 Jun 95, Travel Reengineering Implementation - Travel Charge Card Procedures
- (m) NAVCOMPTNOTE 7300 of 29 Nov 93, Travel Advance Via Automated Teller Machines